



# County of Los Angeles

## Department of Health Services



### Inviting Resumes for:

### **CHIEF DEPUTY DIRECTOR, HEALTH SERVICES OPERATIONS**

### **(UNCLASSIFIED)**

Functional Title: Deputy Director, Administration and Capital Planning

RESTRICTED TO EMPLOYEES OF THE DEPARTMENT OF HEALTH SERVICES

ANNUAL SALARY: \$224,216 - \$339,369 (Range R22)

FILING PERIOD: March 28, 2016 – Until the position is filled



## **DEPARTMENT OF HEALTH SERVICES**

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS) and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. The Department also operates two multi-disciplinary ambulatory care centers – High Desert Health System in the Antelope Valley, Martin Luther King, Jr., six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to the residents of Los Angeles County, of which approximately 2 million are uninsured. The Department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, services are critical to the maintenance of the County's trauma care network. Through university affiliations, County hospitals also conduct postgraduate medical education for interns, residents and fellows to train the physician workforce for tomorrow. The current departmental budget is approximately \$4.2 billion and includes funding for approximately 21,577 positions.

## **POSITION OVERVIEW**

The Chief Deputy Director for Administration and Capital Planning is responsible for directing the planning, administration and management of multiple, complex and sensitive administrative functions across the Department of Health Services (DHS) with general direction from the DHS Director. This position formulates and recommends policies and objectives, designs and implements strategic direction, and advises the DHS Director and Hospital CEOs in all major decisions regarding complex capital construction and responsible administrative areas to maximize DHS' clinical and operational efficiency. This position serves as department liaison with the Board of Supervisors, Chief Executive Office, and other County departments.

This position is unclassified and is distinguished by its executive and administrative responsibilities for assisting the Director of Health Services and executive management team in the overall strategic planning and direction of healthcare delivery services for the County.

## **EXAMPLES OF DUTIES**

- Directs, plans and implements department-wide policies and objectives to establish and meet short and long-term goals, integrating performance and budgeting, expanding competitive sourcing, strengthening the workforce, improving financial management and compliance, developing data analytics and information policies, reducing liability, and fulfilling Affordable Care Act requirements.
- Participates in executive management planning to develop and implement the department's mission, policies, strategic plans, directives, organizational structure, and the direction of staff.
- Plans and oversees highly complex capital construction projects, infrastructure improvements and maintenance programs for DHS hospitals, out-patient centers and ambulatory care clinics including programming, operation readiness and occupancy to achieve DHS's strategic goals, house new health care service lines, expand patient care areas, situate new technologies and renovate or replace aging physical plants to deliver patient care more efficiently and effectively with better quality outcomes.
- Leads and oversees assigned administrative divisions to support efficient DHS operations, in compliance with federal, state and local laws, and plans and implements administrative changes to meet identified needs and to solve system-wide and facility-specific problems.

- Directs and evaluates through subordinate managers the department-wide human resources allocations consistent with County policy and provides overall organization management to improve performance.
- Evaluates the effectiveness of departmental policies, operational practices and programs, and develops necessary changes in organization, staffing, work processing, and management information systems to increase effectiveness and efficiency, and reduce administrative costs.
- Works closely with other County departments, various public and private agencies and community stakeholders.
- Acts as the official representative of the Director of Health Services as needed.

*The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.*



## **QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS**

A Master's degree in Health Administration, Public Administration or Business Administration - AND - four years' of executive management-level experience working in or providing consultative services to a major healthcare\* delivery system in a metropolitan setting.

\*A major healthcare system includes more than one (1) medium to large size acute care hospital in addition to ambulatory care facilities serving a large patient population. Medium to large hospitals are considered to be those licensed for 300 or more beds,

## **DESIRABLE QUALIFICATIONS**

- Exceptional leadership, project management and interpersonal skills including problem solving and team building.
- Exceptional knowledge of recognized management principles, development, trends and generally accepted practices and techniques utilized in effective program planning and administration.
- Skilled in directing administrative management functions through an organizationally and geographically dispersed healthcare delivery system.
- Proven ability to show initiative, tact and judgment with experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations and the public.
- Experience in meeting constant and changing priorities and deadlines.
- Excellent oral and written communication skills.
- In-depth knowledge of and experience in health care management, planning, administration and capital construction.

## **LICENSE:**

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

## **COMPENSATION AND BENEFITS**

Annual Salary: \$224,215 - \$339,369

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The successful candidate may be appointed to any salary within the MAPP Range, depending on qualifications.

**Benefits:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees' Pension Reform Act (PEPRA) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan (MegaFlex) using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within MegaFlex include medical, dental, disability, life and AD&D insurance. (MegaFlex Plan is not available to



County employees who are currently in Flex.)

- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.



### **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level of scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates,

as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted for consideration.

**NOTE: Appointment to this position is contingent upon the satisfactory completion of a background check.**

### **FILING INSTRUCTIONS**

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed, special qualifications and a record of accomplishments.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned with field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
  - The name of each employer, titles held, dates of employment, and salary information.
  - Size of organization and budget information for programs managed.
  - Number and composition of personnel supervised.
  - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements and Desirable Qualifications sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave, Exam Analyst  
Department of Health Services  
Recruitment & Examinations Office  
5555 Ferguson Drive, Suite 220-10  
City of Commerce, CA 90022  
Phone: (323) 869-7073  
Fax: (323) 869-0942  
E-mail: [blafave@dhs.lacounty.gov](mailto:blafave@dhs.lacounty.gov)

*Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.*

### **SPECIAL INFORMATION**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call the ADA Coordinator at:

(323) 869-7124 – ADA Coordinator – Voice  
(800) 899-4099 (TTY)  
(800) 897-0077 (TTY)  
(800) 735-2922 (CRS)

Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

### **SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

### **EMPLOYMENT ELIGIBILITY INFORMATION**

Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <https://www.governmentjobs.com/careers/lacounty>

The County of Los Angeles is an Active Equal Opportunity Employer